

**Department of Consumer Affairs****Position Duty Statement**

HR-041 (new 5/04)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Supervising Investigator I	Medical Board of California
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
	Enforcement -
<b>Position Number</b>	<b>Effective Date</b>
629-XXX-8596-XXX	

Under the direction of the Supervising Investigator II, the Supervising Investigator I must perform the full range of peace officer duties and responsibilities in the accomplishment of their assignments. The incumbent is responsible for the assigned district office investigation functions. The office is staffed by Field Investigators, Medical Consultants and office support staff. The incumbent is subject to a background investigation. In addition, the Supervising Investigator I must be POST certified, qualify and carry a firearm and have a valid California Drivers License and be able to operate a motor vehicle.

**A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]****55% (E) District Office Supervisor**

- 20% Organizes, sets priorities and maintains the workload through case assignment and monitoring. Directs the day-to-day operation of the District Office Enforcement staff. Conducts monthly staff meetings with all district office personnel.
- 15% Interviews, selects and trains new staff, in conjunction with the Supervising Investigator II. Evaluates the work performance of all staff to determine that projects, reports and investigations are conducted in a timely manner. Prepares and submits timely staff probationary and annual evaluation reports.
- 10% Implements policy decisions established by the Board. Makes decisions and/or recommendation to management which reflect the needs of the District Office.
- 10% Supervises and provides assistance to investigators during all stages of the investigation which may include assisting with the preparation of subpoena duces tecums, search warrants, Interim Suspension Orders and Temporary Restraining Orders.

**45% (E) Program Expertise**

- 15% Reviews all reports, upon completion of investigation, for acceptability before submitting to headquarters. Makes necessary entries in CAS to update case status
- 10% Performs the more sensitive and complex assignments; tasks include gathering discreet information or participating in the more confidential investigations which require sensitivity and immediate action. Assists in conducting the more sensitive interviews and cases, requested by headquarters.
- 10% Represents the Board on all matters relating to the Enforcement Program and at the request of management, may address the public on issues involving the Enforcement Program. Acts as a liaison to the Office of the Attorney General, District Attorney's Office and other local, state and federal agencies.
- 5% Ensures the timely handling of evidence accounts and the completion of criminal action reports.
- 5% Conducts expert reviewer training sessions as necessary.

- B. Supervision Received  
The Supervising Investigator I works under the direction of the Area Supervisor (Supervising Investigator II).
- C. Supervision Exercised  
The Supervising Investigator I is responsible for planning, organizing and directing the work of the assigned District Office. Each District Office is staff by approximately 9 employees; 1-2 clerical support at either the Office Assistant or Office Technician classification, 1-3 Medical Consultants (Enforcement) and 5-7 Field Investigators at the Investigator or Senior Investigator classification.
- D. Administrative Responsibility  
The Supervising Investigator I is responsible for their district office investigation functions.
- E. Personal Contacts  
The Supervising Investigator I has direct daily contact with co-workers (which include but is not limited to Supervising Investigator II's, Senior Investigators, Investigators, Clerical Support, Investigator Assistants, Medical Consultants, upper management and Headquarters Staff) in order to carry out daily MBC business. Has direct and frequent contact with the Office of the Attorney General, District Attorney's Office and other local, state and federal agencies regarding cases which can be of a complex and sensitive nature.
- F. Actions and Consequences  
If the Supervising Investigator I does not perform his/her duties adequately or timely, it could result in 1) a delay in the investigation of cases in accordance with priorities established in Business and Professions Code Section 2220.05; 2) errors in decisions which jeopardize the outcome of an investigation. Thus, potentially exposing California Healthcare Consumers to substandard care and putting them at risk.
- G. Functional Requirements  
The incumbent works a 40 hour work week with the time divided between an office setting with artificial light and temperature control, outside the regular office conducting investigations including undercover operations and surveillance, and at various shooting ranges and mat rooms throughout the state for quarterly firearms qualifications and arrest and control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel is required to all areas of the state. Travel is required by commercial carrier or auto, whichever method is in the best interest of the State. Travel may be for one or several days.

Physical Demands:

The position is designated as peace officer so the incumbent is required to perform the full range of peace officer duties. Pursuant to Government Code Section 1031 (f), incumbents in these positions must be found to be free from physical, emotional, or mental condition, which might adversely affect the exercise of the powers of a peace officer. The selected candidate is subject to a background investigation and must successfully meet all POST continuing professional training and perishable skills requirements including qualifying with a weapon quarterly, and participating in arrest and control training. In addition, the Supervising Investigator I must be POST certified, possess a valid California Drivers License and be able to operate a motor vehicle.

Stand/Walk/Run:	Occasionally
Sit:	Continuously
Drive:	Frequently

Bend/Stoop:	Occasionally
Squat/Crouch:	Occasionally
Crawl:	Occasionally
Climb:	Occasionally
Reach/Stretch:	Occasionally
Balance:	Continuously
Push/Pull:	Occasionally
Carry:	Continuously, up to 15 pounds as s/he is required to carry a semi-automatic pistol, extra ammunition, handcuffs, chemical agent, etc. The incumbent will wear body armor (approximately 8 pounds), when required. The incumbent will occasionally carry up to 80 pounds.
Lift:	Occasionally
Kneel:	Occasionally
Twist:	Occasionally
Foot Movement:	Occasionally, the incumbent will use repetitive foot movements when driving a vehicle.
Hand Manipulation:	Continuously, the incumbent uses hands respectively for fine manipulating motor skills and firm grasping with all joints and digits for the following: writing or typing reports, operating a motor vehicle, maintenance of firearm proficiency, performance of physical arrests and in-service defensive tactics training.

Occasionally = 1- 33% of workday  
Frequently = 34- 66% of workday  
Continuously = 67-100% of workday

Environmental Conditions:

The incumbent is required to work both indoors and outdoors, depending on the situation he or she is involved in, at any given time. While indoors, the temperature and humidity is reasonably controlled, but while out of doors, the incumbent is exposed to climatic conditions. The incumbent may be exposed to dust and fumes. The incumbent may occasionally be exposed to toxic materials or have contact with persons believed to have a contagious disease. There is a reasonable expectation of contact with blood-borne pathogens, or bodily fluids, or other potentially infectious materials or chemicals. The incumbent is exposed to gunpowder and fumes during quarterly firearm/shotgun qualifications and periodic chemical agent training.

H. Other Information

The incumbent routinely works with sensitive and confidential issues and/or materials, which may include sexually explicit materials and graphic medical procedures such as autopsies. The incumbent is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive investigative matters at all times. This position requires working in and driving to, various locations throughout the state and, on occasion, odd or irregular hours. The incumbent is required to maintain regular and consistent attendance; report to work on time; work his/her full day and work under changing priorities and deadlines. In addition, the incumbent is required to dress and act professionally, work cooperatively with others and exhibit courteous behavior towards coworkers and the public. Knowledge and proficiency in the use of personal computers and standard office software is desired. A valid California driver license is required.

## POST CERTIFICATION

The incumbent will be required to satisfactorily complete or provide proof of successful completion of a basic investigative training course as prescribed by the California Commission on Peace Officer Standards and Training (POST) prior to the completion of the probationary period. If the incumbent does not successfully complete the POST course during the probationary period, the incumbent will be rejected during the probationary period.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

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Date

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Name (printed)

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

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Date

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Name (printed)

Revised: jj 12/11